



Job Announcement

**Program Officer
Promundo-US, Washington, D.C.**

December 2020

Overview

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Program Officer and Learning to work in its Washington, D.C. office. This position forms part of Promundo's Programs team, the members of which are mostly based in D.C.

About Promundo

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. Promundo's formative research and rigorous evaluation, evidence-based programs, and targeted advocacy efforts strive to create change at multiple levels. Since 1997, Promundo's initiatives – in collaboration with partners in more than 45 countries - have reached nearly 10 million people through programs and training, campaigns and community engagement; and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit: www.promundoglobal.org.

Job Description

Promundo-US is looking for a motivated and passionate candidate to join us as Program Officer primarily supporting our US domestic projects in healthy masculinity and gender equality. Our office is based in Washington, DC. Though all staff are currently working remotely, this position does require the Program Officer to be based in the DC area. The Program Officer will form part of the Programs team and report to the Director of Programs. The position has management and technical oversight of all facets of projects and related research that Promundo develops and implements, ensuring proper team management, timely delivery of program work plan and quality control of program deliverables. The position is full time and requires up to 40% travel (once work travel resumes after the pandemic). The primary responsibilities of the Program Officer are to:

1. Provide management and technical assistance to Promundo-US projects, especially but not exclusively those concerning the new Global Boyhood Initiative in the US and Europe - (including coordinating related advocacy actions as appropriate)
2. Provide technical expertise on curriculum and program intervention design and support partners in its implementation;
3. Develop and/or provide inputs and feedback on technical materials (e.g. curricula, project proposals and annual reports);
4. Liaise with national and other countries' partners and consultants, as relevant, to design, implement, budget, and report on programming;
5. Develop monitoring and evaluation systems for programs, including adapting indicators, measurement tools, and liaising with the Research Team on analysis and report writing;
6. Monitor project implementation to ensure that activities proceed along the agreed timetable, results are documented and reports to funders submitted in a timely manner;
7. Organize and implement training workshops in the use of Promundo's methodologies and approaches;
8. Support the development and implementation of annual operational plans and budget for programs in collaboration with the Director of Programs and VP of Programs and Research;
9. Supervise, as applicable, junior level staff and consultants;
10. Contribute to relevant contract negotiations, as well as developing, managing and monitoring budgets and expenses related to the project to ensure that activities remain within budget;
11. Develop proposals in collaboration with the Strategic Growth Team and the rest of the Programs team;
12. Present Promundo's work at seminars and events globally.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as may be assigned by the Director of Programs.

REQUIRED QUALIFICATIONS:

- Master's degree in a relevant field (e.g. MPH, MA in Gender Studies), preferably with a track record of applied coursework in monitoring and evaluation, project management, gender analysis, data analysis, and other relevant skills;
- A minimum of four years' work experience and a track record of success in program development, and technical assistance/program delivery in the field of gender equality and racial justice, preferably with a focus on masculinities;
- Experience developing evidence-informed theories of change for programs, designing a program intervention or project, and developing gender training curricula;
- A minimum of three years' experience and a track record of success in project and budget

management;

- Excellent English verbal and written communication skills with a keen eye for detail;
- Excellent facilitation and training skills;
- Basic qualitative research skills;
- Ability to handle high pressure and stress, ability to improvise, adapt and be flexible;
- Excellent interpersonal skills and the ability to address complex relationships and projects with diverse colleagues and partners with kind diplomacy;
- Ability to travel as required.

Desired Qualifications

- Previous experience working on programmatic interventions and/or advocacy initiatives targeting boys and very young adolescents;
- An in-depth understanding of the U.S. gender equality and healthy masculinities space and the key organizations who work to advance gender equality within it AND/OR having worked in a similar position as a program officer abroad in Latin America, the Middle East, North Africa and/or West Africa region;
- Experience in facilitating participatory trainings and capacity development activities with development organizations or NGOs;
- An understanding of gender, race and intersectionality as conceptual frameworks as well as how these manifest in development policy and practice;
- Fluency in a second language – Spanish, French, Arabic preferred.

Compensation

Promundo offers salary ranges that are competitive and fair in the Washington, DC not-for-profit and related sectors. For this position, the range is \$65,000-\$80,000 depending on years of experience and academic qualifications. The position includes fully paid health insurance, four weeks of paid leave, and retirement benefits.

Start Date

Proposed starting date is early/mid-March 2020.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_Program no later than **January 21st** to jobs@promundoglobal.org:

1. Cover letter
2. Resume
3. Writing sample in English
4. Names and contact information of two professional references

In addition:

- Please write “Program Officer” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.